

CITY OF LOWELL
Job Description
Please Post ~ November 7, 2013
Deadline ~ November 21, 2013
Career Center of Lowell
Career Advisor I

Job Title: Career Advisor I (1100-DH08, 1953)
Department: Career Center of Lowell
Reports To: Career Center Manager: other designated personnel
Union: Non-Union/Ordinance
Salary: \$37,497.20 (min) to \$43,938.96 (max), per City Ordinance

SUMMARY

Provides job/career readiness services for Ex-Offender Re-entry program participants. Provide assessment, individual counseling, job development/job placement, transitional support services assistance, as well as the tracking of each participant as they progress through the program to job placement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conducts program orientation, intake, assessments, testing, screening of referrals, arranging support services, with the assistance of the Second Chance Demonstration grant team/partners, for male ex-offenders 18-55 years old.
- Develops and maintains linkages with the agencies involved in the Ex-Offender Re-Entry grant facilitate client participation and support services.
- Conducts Job Readiness Workshops to prepare participants for employment
- Provides job search assistance to include developing resumes and cover letters.
- Participates in a team approach in determining the customer's suitability for participation in occupational training
- Performs job development activities to secure permanent unsubsidized employment for program participants.
- Documents all program services, activities and notes in MOSES.
- Must be able to meet goals/performance standards.
- Other duties as assigned.

OTHER SKILLS AND ABILITIES

Ability to understand and be sensitive to the needs of the ex-offender population. Ability to communicate well and maintain effective working relationships with different constituencies. Must have excellent written and oral communication skills and be able to maintain detailed records on an automated and/or manual system.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Undergraduate Degree from four-year college or university in a related field, i.e., Business, Marketing, Human Services, and/or Psychology or equivalent preferred not required. At least two (2) years experience in employment and training programs.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages based on established guidelines published by the State and/or Federal government.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of information and instructions furnished in written, oral, diagram, or graphic form.

CERTIFICATES, LICENSES, REGISTRATIONS Must possess a valid driver's license.

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell. This position is funded through the administrative allocation of all agency State and Federal Grant funding sources.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to walk, sit, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets) The work environment is very fast paced. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application to the Human Relations Office, RM 19, City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~November 21, 2013
EOE/AA/504 Employer